

178012/03/98

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PRINTING SERVICES SUPERVISOR

DEFINITION

Under general supervision, to supervise, plan, organize, and participate in the operation of the City's central printing, mailroom, and messenger services, and to do related work as required.

REPORTS TO: Purchasing Services Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Purchasing Services Manager. Exercises general supervision over technical staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Supervise, train, and evaluate subordinate employees in central printing, mailroom, and messenger services.
- Review all incoming printing, duplicating, and mailroom work orders to clarify the processes to be used; prioritize and assign work assignments.
- Monitor progress of work orders through completion.
- Meet with user departments to plan and schedule large or complicated projects.
- Advise and explain graphic art process to user departments and coordinate jobs with graphic artists.
- Prepare specifications for outside commercial services.
- Coordinate and monitor projects given to outside vendors and assist in resolving problems between vendor and City departments.
- Oversee the operation and maintenance of equipment used in printing, duplicating, bindery, and mailroom. Participate as needed in the operation and maintenance of such equipment.
- Order and maintain inventory of stock and supplies for printing, duplicating, and mailroom.

QUALIFICATIONS

Knowledge of:

- Operation and basic maintenance of single and multi-color sheet fed offset presses, high volume duplicating copiers, horizontal camera for offset lithography, automatic high speed bindery equipment, darkroom laboratory process, computerized postage equipment and weigh scales, and automated mail inserting equipment.
- Practices, principles, methods, and procedures in the graphic art field.
- Mailroom operations and current regulations for U.S. postal service and other mail agencies providing services to the City.

- Paper, ink, and other supplies used in the duplicating, printing, and mailroom processes, including weights, types, and uses of paper.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Maintain operational records and prepare reports.
- Supervise, train, and evaluate subordinates.
- Operate and care for duplicating, printing, mailroom, and allied equipment.
- Work effectively with user departments and outside vendors.
- Communicate clearly and concisely, orally and in writing.
- Plan, organize, assign, and review central printing, mailroom, and messenger activities.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade preferably supplemented by the completion of a recognized course in the graphic art field.

Experience: Five years of experience in the operation and maintenance of the following equipment: offset lithography, camera for offset lithography, bindery equipment, and mailroom equipment including a minimum of two years of supervision experience in the management of a printshop.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Printing Services Supervisor

TO: